

PRIVACY STATEMENT HORA FINITA

Tilburg University (TiU) considers privacy important and therefore handles your personal data with care. In this Privacy Statement, we describe what happens to your personal data and how your privacy is safeguarded when your personal data is processed in our PhD administrative and tracking system Hora Finita.

The general Tilburg University privacy statement can be consulted on the webpage [Tilburg University Privacy Statement](#).

1. Purpose

Your data is processed to manage the PhD process – from application, admission, progression to graduation. For this we make use of the PhD administrative and tracking system Hora Finita, provided by Fargeau.

2. Who is responsible for processing my personal data?

TiU is responsible for the data processing described in this privacy statement. TiU has a statutory duty to ensure that your personal data is processed in accordance with applicable privacy legislation, including the General Data Protection Regulation (GDPR). The graduate schools are responsible for the process and Academic Services is responsible for the application Hora Finita.

3. Which categories of personal data are processed, for what purpose and on what legal basis?

Personal Data	Data subject	Purpose	Legal Basis
Name, ANR, gender, title(s), (TiU) mail address, school/division, department, work phone number and room number	PhD candidates, (co-) Supervisors, TiU employees	Concluding and managing the PhD contract and process	Legal obligation, contract
Date and place of birth, nationality	PhD candidates	Identification	Legal obligation, contract
Contract data (start- and end date, % fte)	PhD candidates, TiU professors (potential (co-) supervisors)	Compliance with PhD regulations	Contract, legitimate interest
Name, ANR (TiU), contact details, organization, evaluation of thesis	Members of PhD committee	Managing the PhD contract and process, compliance with PhD regulations	Contract, legitimate interest
Admissions information (resume, degrees, grades, language test, work experience)	PhD candidate	Determining admission	Legal obligation
Training results, performance reviews, progress reports, thesis	PhD candidate	Determining progress	Legal obligation, contract

The personal data mentioned in the table can also be processed for management information, PhD candidate- and learning analytics. The legal basis for this processing is legitimate interest.

4. Who has access to my personal data?

TiU employees who fulfill a role which requires access to your data, are provided access to (part of) your data, based on the need to know (role based access). This can for example be your (co-) supervisor, the director of the PhD program, members of the doctorate board, employees of the graduate school and the administrator. We take care no more data is processed than is necessary and data are anonymized, pseudonymized or aggregated when possible.

5. Will my personal data be shared with other parties?

Processors

The personal data is securely stored in the PhD administrative and tracking system Hora Finita, provided by Fargeau. Fargeau's servers are located in the Netherlands.

TiU has entered into a data processing agreement with Fargeau to ensure that your personal data is processed carefully, securely and in accordance with the GDPR. This agreement also stipulates that Fargeau and its subcontractors (sub-processors) may never process the personal data for their own purposes and may only act in accordance with instructions from TiU.

Data in Hora Finita can also be used for other applications related to the PhD program, for example the digital testing application (TestVision), Identity Management. If, like Fargeau, these suppliers are processors, TiU has entered into data processing agreements with these processors.

Other parties

In addition to the processors listed above, part of your data can also be shared with other organizations. Based on legislation, your data is shared with accountants (for audit purposes) and, if applicable, the Immigration and Naturalization Service (IND).

6. Will my personal data be transferred to countries outside the European Economic Area (EEA)?

No, your personal data stored in Hora Finita will be stored in the Netherlands and will not be transferred to countries outside the EEA.

7. How long will my personal data be stored?

We determine the retention period based on legislation and regulations. Most data is stored for 10 years upon graduation. In the PhD registry the name, gender, place and date of birth, nationality, school, thesis title, name of (co-)supervisors and date of graduation are permanently archived.

Should you want to have your personal data erased at an earlier stage, this could be done in certain circumstances. Please refer to the privacy statement regarding [your rights](#).

8. Who can I contact if I have questions about the processing of my personal data?

First of all you can check and possibly correct your personal data in Hora Finita or you can contact the [staff at the graduate school](#) with questions about your personal data. If this does not resolve your question and you have other questions about the way in which your personal data are processed, or in case you wish to access the personal data that we process, or correct factual inaccuracies in your personal data, or to have your personal data deleted, to limit the processing of your personal data, and to object to the processing of your personal data, please check [your rights](#).